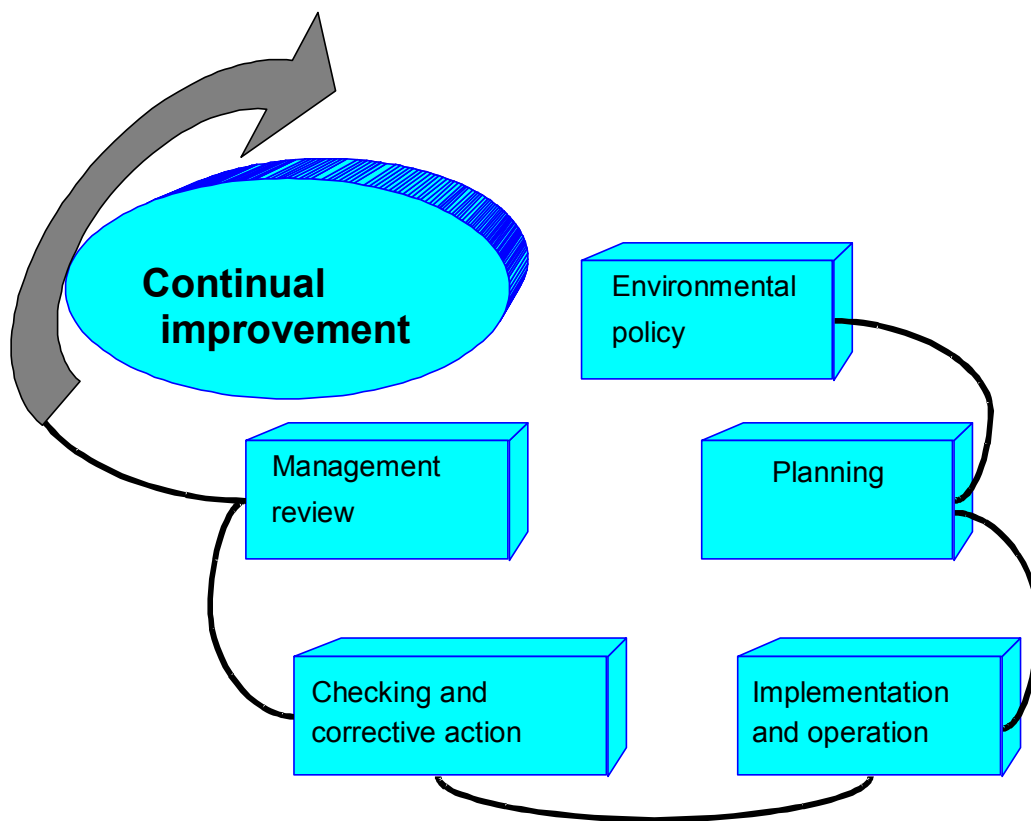


EMS Handbook

U.S. Army Garrison Kaiserslautern



PLAN – DO – CHECK – ACT

EMS HANDBOOK

0 Table of Contents

To facilitate the use of this handbook the numbering of the chapters corresponds with the ISO 14001 numbering.

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 - 4.3.3** [Objectives, targets and programs](#)
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[EMS Form 455-1:](#) Internal EPAS Program

[EMS Form 455-2:](#) Internal EPAS Participants

[EMS Form 455-3:](#) Internal EPAS Report (cover sheet)

4.6 [Management Review](#)

[EMS Form 46-1:](#) Management Review Report (cover sheet and attendees list)

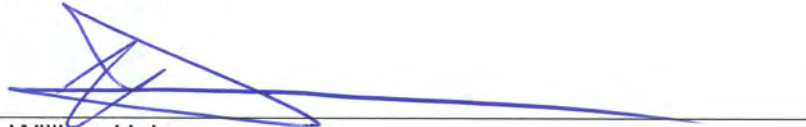
EMS HANDBOOK

U.S. Army Garrison, Kaiserslautern



Revision: January 2013

Accepted by



William Holz

CDPW

United States Army Garrison Kaiserslautern

31/1/2013
Date

Approved by



Lars N. Zetterstrom

LTC, EN

Commanding

United States Army Garrison Kaiserslautern

31/1/2013
Date

EMS HANDBOOK

1 Preliminary Notes and Signatures

This Environmental Management System (EMS) Handbook applies to the United States Army Garrison Kaiserslautern (USAG-K) including all agencies, tenants and tactical units within the Garrison's area of responsibility.

This EMS Handbook is a product of the Environmental Management Division (EMD) under the Directorate of Public Works (DPW).

Whenever a section (chapter or EMS form) of the EMS Handbook is updated, the current version must be indicated in the respective section. [EMS Form 1-1](#) provides a template for change notification. A complete set of the described change notifications are attached to this chapter of the Handbook.

An up-to-date electronic version of the EMS Handbook is published at the USAG-K homepage under <http://www.kaiserslautern.army.mil/>. Forms and other documents required to be maintained in accordance with ISO 14001 are handled as described in [Chapter 4.4.5](#).

Forms

[EMS Form 1-1](#):

Change Notification

Xth Change Notification

Revised by

(Reviser's Name)

EMD

US Army Garrison Kaiserslautern

Date

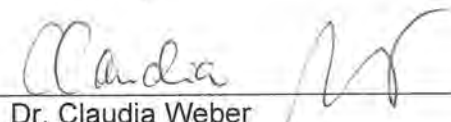
The below indicated sections of the EMS Handbook were modified (the changes were highlighted in grey):

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONMB-Non-FGS\B03 EMS\ Archive EMS documents.

7th Change Notification

Revised by



Dr. Claudia Weber

EMD

US Army Garrison Kaiserslautern



Date

The below indicated sections of the EMS Handbook were modified (changes were highlighted in grey).

No.	Chapter/Form # and Title	Obsolete Version	Current Version
		(Version # and date)	(Version # and date)
1	0 Table of Contents	Version 5 – Nov 10	Version 6 – Jan 13
2	1 Preliminary Notes and Signature	Version 5 – Sep 11	Version 6 – Dec 12
3	2 Foreword	Version 3 – Nov-10	Version 4 – Dec-12
4	4.1 Description of the USAG K	Version 4 – Sep 11	Version 5 – Dec 12
5	4.2 Environmental Policy	Version 4 – Sep-11	Version 5 – Jun-12
6	4.3.1 Environmental Aspects	Version 4 – Sep-11	Version 5 – Dec-12
7	EMS Form 431-1: Assessment of Environmental Aspects/Impacts	Version 4 – Mar-10	Version 5 – Feb-12
8	4.3.2 Legal and other Requirements	Version 4 – Sep 11	Version 5 – Dec 12
9	EMS-Form 432-1: Permits Register	Version 2 – Aug-07	--
10	4.3.2 Legal and other Requirements	Version 4 – Sep 11	Version 5 – Jun-12
11	4.3.3 Objectives, Targets and Programs	Version 4 – Sep 11	Version 5 – Jul-12
12	4.1.1. Resources, Roles, Responsibility and Authority	Version 6 – Sep 11	Version 7 – Dec 12
13	4.4.2 Competence, Training and Awareness	Version 4- Sep 11	Version 5 – Dec 12
14	EMS-Form 442-2: Annual EMS Training Plan	Version 1 – Nov 1-	Version 2 – Dec 12
15	4.4.3 Communication	Version 4 – Sep 11	Version 5 – Dec 12
16	EMS Documentation	Version 4 – Sep 11	Version 5 – Dec 12
17	4.4.5 Document Control	Version 6 – Sep 11	Version 7 – Jan 13

7th Change Notification

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
18	4.4.6 Operational Control	Version 4 – Sep 11	Version 5 – Jan 13
19	4.4.7 Emergency Preparedness and Response	Version 5 – Nov 10	Version 6 – Jan 13
20	4.5.1 Monitoring and Measurement	Version 3 – Nov 10	Version 4 – Jan 13
21	EMS-Form 451-2: Action Plan	Version 4 – Jul 10	Version 5 – Jan 13
22	4.5.2 Evaluation of Compliance	Version 3 – Nov 10	Version 4 – Jan 13
22	4.5.3 Nonconformance, Corrective and Preventive Action	Version 4 – Nov 10	Version 5 – Jan 13
23	4.5.5 Internal Audit	Version 5 – Sep 11	Version 6 – Jan 13
24	EMS-Form 455-1: Internal EPAS Program	Version 4 – Sep 11	Version 5 – Jan 13
25	EMS-Form 455-2: Internal EPAS Participants	Version 1 – Nov 10	Version 2 – Jan 13
26	EMS-Form 455-3: Internal EPAS Report	Version 4 – Sep 11	Version 5 – Jan 13

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONMB-Non-FGS\B03 EMS\ Archive EMS documents.

6th Change Notification

Revised by



Dr. Claudia Weber

EMD

US Army Garrison Kaiserslautern

9 Sep 11

Date

The below indicated sections of the EMS Handbook were modified (changes were highlighted in grey). For Chapters/Forms comprehensively revised, the modification was not highlighted to support readability of the text).

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	0 Table of contents	Version 4 – Mar 08	Version 5 – Nov 10
2	EMS form 1-1: Change Notification	Version 4 – Nov 10	Version 5 – Sep 11
3	1 Preliminary Notes and Signatures	Version 3 – Nov 10	Version 4 – Sep 11
4	2 Foreword	Version 2 – Aug 07	Version 3 – Nov 10
5	3. Definitions and Abbreviations	Version 4 – Mar 08	Version 5 – Nov 10
6	4.1 Description of the USAG Kaiserslautern	Version 3 – Nov 10	Version 4 – Sep 11
7	4.2 Environmental Policy	Version 3 – Nov 10	Version 4 – Sep 11
8	4.3.1 Environmental Aspects	Version 3 – Nov 10	Version 4 – Sep 11
9	EMS Form 431-1: Assessment of Environmental Aspects/Impacts (FY X)	Version 3 – Mar 08	Version 4 – Mar 10
10	4.3.2 Legal and other Requirements	Version 3 – Jun 10	Version 4 – Sep 11
11	EMS Form 432-2: List of legal and other Requirements	Version 3 – Aug 07	Version 4 – Nov 10
12	4.4.1 Resources, Roles, Responsibility and Authority	Version 5 – Nov 10	Version 6 – Sep 11
13	4.3.3 Objectives, Targets & Programs	Version 3 – Nov 10	Version 4 – Sep 11
14	EMS Form 433-1: Environmental Objectives and Targets	Version 2 – Aug 07	Version 3 – Nov 09
15	4.4.2 Competence, Training and Awareness	Version 3 – Nov 10	Version 4 – Sep 11


6th Change Notification

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
16	EMS Form 442-1: Training Participants List	Version 2 – Aug 07	Version 3 – Nov 10
17	EMS Form 442-2: Annual EMS Training Plan	Version 0 – Aug 07	Version 1 – Nov 10
18	4.4.3 Communication	Version 3 – Nov 10	Version 4 – Sep 11
19	4.4.4 EMS Documentation	Version 3 – Nov 10	Version 4 – Sep 11
20	4.4.5 Document Control	Version 5 – Nov 10	Version 6 – Sep 11
21	EMS Form 445-1: List of EMS relevant documents and records	Version 2 – Aug 07	Version 3 – Nov 10
22	4.4.6 Operational Control	Version 3 – Nov 10	Version 4 – Sep 11
23	4.4.7 Emergency Preparedness and Response	Version 4 – Mar 08	Version 5 – Nov 10
24	4.5.1 Monitoring and Measurement	Version 2 – Aug 07	Version 3 – Nov 10
25	EMS Form 451-1: List of facilities, equipment and items subject to inspection	Version 2 – Aug 07	Version 3 – Nov 10
26	4.5.2 Evaluation of Compliance	Version 2 – Aug 07	Version 3 – Nov 10
27	4.5.3 Non-conformity, Corrective and Preventive Action	Version 3 – Mar 08	Version 4 – Nov 10
28	EMS Form 453-1: Action Plan	Version 3 – Mar 08	Version 4 – Jul 10
29	4.5.4 Control of Records	Version 2 – Aug 07	Version 3 – Nov 10
30	4.5.5 Internal Audit	Version 4 – Nov 10	Version 5 – Sep 11
31	EMS Form 455-1: Internal Audit Program	Version 3 – Nov 10	Version 4 – Sep 11
32	EMS Form 455-2: Audit schedule	Version 2 – Aug 07	NA
33	EMS Form 455-2: Internal Audit Participants	NA	Version 1 – Nov 10
34	EMS Form 455-3: Internal Audit Report	Version 3 – Nov 10	Version 4 – Sep 11
35	4.6 Management Review	Version 4 – Nov 10	Version 5 – Sep 11
36	EMS Form 46-1	Version 2 – Aug 07	Version 3 – Nov 10

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONMB-Non-FGS\B03 EMS\ Archive EMS documents.

5th Change Notification

Revised by


 Dr. Claudia Weber
 EMD
 US Army Garrison Kaiserslautern

 20 Dec 2010
 Date

The below indicated sections of the EMS Handbook were modified (changes were highlighted in grey). For Chapters/Forms comprehensively revised, the modification was not highlighted to support readability of the text).

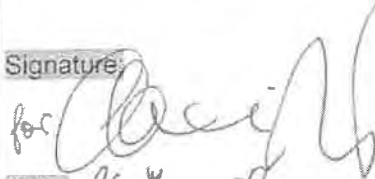


No.	Chapter/Form # and Title	Obsolete Version	Current Version
		(Version # and date)	(Version # and date)
1	0 Table of contents	Version 4 – Mar 08	Version 5 – Nov 10
2	EMS form 1-1: Change Notification	Version 3 – Mar 08	Version 4 – Nov 10
3	1 Preliminary Notes and Signatures	Version 2 – Aug 07	Version 3 – Nov 10
4	2 Foreword	Version 2 – Aug 07	Version 3 – Nov 10
5	3. Definitions and Abbreviations	Version 4 – Mar 08	Version 5 – Nov 10
6	4.1 Description of the USAG Kaiserslautern	Version 2 – Aug 07	Version 3 – Nov 10
7	4.2 Environmental Policy	Version 2 – Aug 07	Version 3 – Nov 10
8	4.3.1 Environmental Aspects	Version 2 – Aug 07	Version 3 – Nov 10
9	EMS Form 431-1: Assessment of Environmental Aspects/Impacts (FY X)	Version 3 – Mar 08	Version 4 – Mar 10
10	4.3.2 Legal and other Requirements	Version 2 – Aug 07	Version 3 – Jun 10
11	EMS Form 432-2: List of legal and other Requirements	Version 3 – Aug 07	Version 4 – Nov 10
12	4.4.1 Resources, Roles, Responsibility and Authority	Version 4 – Mar 08	Version 5 – Nov 10
13	4.3.3 Objectives, Targets & Programs	Version 2 – Aug 07	Version 3 – Nov 10
14	EMS Form 433-1: Environmental Objectives and Targets	Version 2 – Aug 07	Version 3 – Nov 09
15	4.4.2 Competence, Training and Awareness	Version 2 – Aug 07	Version 3 – Nov 10

5th Change Notification

No.	Chapter/Form # and Title	Obsolete Version	Current Version
		(Version # and date)	(Version # and date)
16	EMS Form 442-1: Training Participants List	Version 2 – Aug 07	Version 3 – Nov 10
17	EMS Form 442-2: Annual EMS Training Plan	Version 0 – Aug 07	Version 1 – Nov 10
18	4.4.3 Communication	Version 2 – Aug 07	Version 3 – Nov 10
19	4.4.4 EMS Documentation	Version 2 – Aug 07	Version 3 – Nov 10
20	4.4.5 Document Control	Version 4 – Mar 08	Version 5 – Nov 10
21	EMS Form 445-1: List of EMS relevant documents and records	Version 2 – Aug 07	Version 3 – Nov 10
22	4.4.6 Operational Control	Version 2 – Aug 07	Version 3 – Nov 10
23	4.4.7 Emergency Preparedness and Response	Version 4 – Mar 08	Version 5 – Nov 10
24	4.5.1 Monitoring and Measurement	Version 2 – Aug 07	Version 3 – Nov 10
25	EMS Form 451-1: List of facilities, equipment and items subject to inspection	Version 2 – Aug 07	Version 3 – Nov 10
26	4.5.2 Evaluation of Compliance	Version 2 – Aug 07	Version 3 – Nov 10
27	4.5.3 Non-conformity, Corrective and Preventive Action	Version 3 – Mar 08	Version 4 – Nov 10
28	EMS Form 453-1: Action Plan	Version 3 – Mar 08	Version 4 – Jul 10
29	4.5.4 Control of Records	Version 2 – Aug 07	Version 3 – Nov 10
30	4.5.5 Internal Audit	Version 3 – Aug 07	Version 4 – Nov 10
31	EMS Form 455-1: Internal Audit Program	Version 2 – Aug 07	Version 3 – Nov 10
32	EMS Form 455-2: Audit schedule	Version 2 – Aug 07	NA
33	EMS Form 455-2: Internal Audit Participants	NA	Version 1 – Nov 10
34	EMS Form 455-3: Internal Audit Report	Version 2 – Aug 07	Version 3 – Nov 10
35	4.6 Management Review	Version 3 – Aug 07	Version 4 – Nov 10
36	EMS Form 46-1	Version 2 – Aug 07	Version 3 – Nov 10

Obsolete/superseded chapters of the EMS Handbook will be digitally archived at the EMD in the DPW share-drive under G:\ENVIRONM\B-Non-FGS\B03 EMS\ Archive EMS documents.

4th Change notification

Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMD)	Name: Kent Carson (C / DPW)	Name: Mechelle B. Hale, LTC (Commander)
Signature: 	Signature: 	Signature: 
Date: 26 Mar 08	Date: 26 Mar 08	Date: 30 April 2008

The below indicated sections of the EMS Handbook were modified (the changes were highlighted in **blue** in the text):

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
1	0 Table of contents: Updated	Version 3 – Aug-07	Version 4 – Mar-08
2	EMS Form 1-1 Change Notification: Added Signature-block	Version 2 – Aug-07	Version 3 – Mar-08
3	3. Definitions and Abbreviations: Added GEN as Generator	Version 3 – Aug-07	Version 4 – Mar-08
4	EMS Form 431-1 Environmental Aspects: Changed Improvement Potential	Version 2 – Apr-07	Version 3 – Mar-08
5	EMS Form 431-1 Environmental Aspects: Changes in Column 9 and 10 in the explanation of the aspect assessment	Version 2 – Aug-07	Version 3 – Mar-08
6	4.4.1 Roles and responsibilities: <ul style="list-style-type: none"> Added D.14: Installation Commander Added: Responsibility Matrix 	Version 3 – Aug-07	Version 4 – Mar-08
7	4.4.5 document control: Responsibilities for actions 7 and 8 within the responsibility matrix have been changed	Version 3 – Aug-07	Version 4 – Mar-08
8	4.4.7 Emergency preparedness and response: Added another action to the responsibility matrix	Version 3 – Aug-07	Version 4 – Mar-08

4th Change notification

No.	Chapter/Form # and Title	Obsolete Version (Version # and date)	Current Version (Version # and date)
9	4.5.3 Non-conformity, corrective and preventive action: Added: Completed Actions are filed in a separate list (Completed Actions) on a yearly basis.	Version 2 – Aug-07	Version 3 – Mar-08
10	EMS Form 453-1 Action Plan: Added Performance Indicator and the abbreviation (E) for an EPAS Finding	Version 2 – April 2007	Version 3 – Mar-08

The obsolete sections will be filed in a folder labeled "*Obsolete MHB documents*".

3rd Change notification

The below indicated sections of the EMS Handbook were modified (the changes were highlighted in blue in the text):


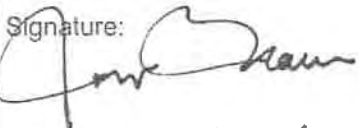

No.	Chapter/Form # and Title	Obsolete Version	Current Version
		(Version # and date)	(Version # and date)
1	The complete EMS Handbook was revised so the changes were not highlighted in the text. The EMS EPAS findings, arising out of the external EPAS in Feb-07, were also integrated in the revision.	Dec-05	Aug-07
2	The EMS Form 442-2 Training Matrix was created.	—	Vers. 0 - Aug-07
3	The chapter 4.4.6.6 Resource Protection was deleted. The respective information was included in the sub-chapters of 4.4.6 Operation Controls.	Vers. 2 - Dec-05	—

The obsolete sections will be filed in a folder labeled "Obsolete MHB documents".

MANAGEMENT HANDBOOK**2nd Notification of change**

The following changes are needed because of the re-organization of the former 415th BSB to the USAG-K.

The changed parts are marked in blue.

Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMD)	Name: Jorge Blanco (C / DPW)	Name: Erik O. Daiga, LTC, MI (Commander)
Signature: 	Signature: 	Signature: 
Date: 22 March 06	Date: 22 March 06	Date: 22 MAR 06


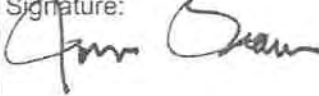
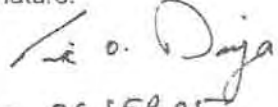
The following chapters and annexes are respectively replaced by new versions:

No.	Document	former version	new version
1	1 Release	0 - 2-Nov-04	1 - 19-Dec-05
2	A1 - Notification of change	0 - 2-Nov-04	1 - 19-Dec-05
3	A2 - Distribution list	---	0 - 19-Dec-05
4	2 Table of content	1 - 8-Aug-05	2 - 19-Dec-05
5	3 Foreword	0 - 2-Nov-04	1 - 19-Dec-05
6	4.1 Description of USAG-K	0 - 2-Nov-04	1 - 19-Dec-05
7	A1 - Installations in the field of responsibility of USAG-K	0 - 2-Nov-04	1 - 19-Dec-05
8	4.2 Environmental policy	0 - 2-Nov-04	1 - 19-Dec-05
9	A1 - 42 Environmental policy	2 - 23-Sep-04	3 - 13-Dec-05
10	4.3.1 Environmental aspects	0 - 2-Nov-04	1 - 19-Dec-05
11	A1 - Assessment of environmental aspects / impacts	0 - 2-Nov-04	1 - 19-Dec-05
12	4.3.2 Legal and other requirements	0 - 2-Nov-04	1 - 19-Dec-05
13	A1 - 432 List of legal and other requirements	1 - 8-Aug-05	2 - 19-Dec-05
14	A2 - 432 List of permits	0 - 2-Nov-04	1 - 19-Dec-05
15	4.3.3 Objectives, targets and programs	0 - 2-Nov-04	1 - 19-Dec-05
16	A1 - 433 Environmental objectives and targets	0 - 2-Nov-04	1 - 19-Dec-05
17	A2 - 433 Environmental programs	0 - 2-Nov-04	1 - 19-Dec-05
18	4.4.1 Resources, roles, responsibility and authority	1 - 8-Aug-05	2 - 19-Dec-05

MANAGEMENT HANDBOOK**1st Notification of change**

The following changes are needed because of changes in the legal requirements & the consolidation of the Management Handbook of EMO with the one of the 415th BSB.

The changed parts are marked in **blue**.

Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMO)	Name: Jorge Blanco (C / DPW)	Name: Erik O. Daiga, LTC, MI (Commander)
Signature: 	Signature: 	Signature: 
Date: 30 Aug 05	Date: 31 Aug 05	Date: 26 SEP 05



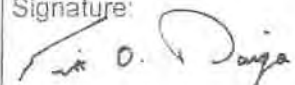
The following chapters and annexes are respectively replaced by new versions:

No.	Document	former version	new version
1	2 Table of content	0 - 2-Nov-04	1 - 8-Aug-05
2	A1-432 legal & other requirements	0 - 2-Nov-04	1 - 8-Aug-05
3	4.4.1 Resources, roles, responsibility and authority	0 - 2-Nov-04	1 - 8-Aug-05
4	4.4.5 Document control	0 - 2-Nov-04	1 - 8-Aug-05
5	A1-445 list of documents & records	0 - 2-Nov-04	1 - 8-Aug-05
6	4.4.6.1 Hazardous materials	0 - 2-Nov-04	1 - 8-Aug-05
7	4.4.6.4 Water and soil protection	0 - 2-Nov-04	1 - 8-Aug-05
8	4.4.6.5 Waste	0 - 2-Nov-04	1 - 8-Aug-05
9	4.4.6.6 Resource protection	0 - 2-Nov-04	1 - 8-Aug-05
10	4.4.7 Emergency preparedness and response	0 - 2-Nov-04	1 - 8-Aug-05
11	A1-447 Pollution incident report	---	0 - 8-Aug-05
12	4.5.5 Internal audit	0 - 2-Nov-04	1 - 8-Aug-05
13	A1-455 Audit program	---	0 - 8-Aug-05
14	A3-455 Internal audit schedule	---	0 - 8-Aug-05
15	4.6 Management review	0 - 2-Nov-04	1 - 8-Aug-05
16	A1-46 Management review report	---	0 - 8-Aug-05
17	SOP-4461-01: Writing a HAZMAT list	0 - 2-Nov-04	1 - 8-Aug-05
18	A1-SOP-4461 HAZMAT list	0 - 2-Nov-04	1 - 8-Aug-05

The segregated sheets will be kept in the folder "Invalid documents".

MANAGEMENT HANDBOOK

1 Release**415th BSB
Base Support Battalion**

Done	Checked	Released
Name: Hans-Karl Betzhold (C / EMO)	Name: Jorge Blanco (C / DPW)	Name: Erik O. Daiga, LTC, MI (Commander)
Signature: 	Signature: 	Signature: 
Date: 2-Nov-04	Date: 23-Nov-04	Date: 30-Nov-04

Handbook No.:

Turn over on:

to:

EMS HANDBOOK

2 Foreword**Environmental oriented leadership**

Executive Order (EO) 13423, “Strengthening Federal Environmental, Energy and Transportation Management” (signed January 2007) and EO 13514 “Federal Leadership in Environmental, Energy and Economic Performance” (signed October 2009) directs federal agencies/organizations to develop, implement and maintain an Environmental Management System (EMS) reflecting the EMS components established by International Standard Organization ISO 14001 to achieve the performance necessary to meet the Garrison’s sustainability goals:

The EMS shall be used to identify and address the Garrison’s environmental, transportation and energy issues as well as the impacts of activities, products or services on the natural environment. Incorporating environmental considerations into day-to-day operations and overall business processes will provide a means for achieving and maintaining compliance with current environmental requirements and proactively manage future environmental issues that could impact mission sustainability.

The EMS is the Garrison Commander’s program and pushes environmental responsibilities out to all members of the organization. This EMS Handbook was compiled to implement and maintain an ISO 14001 compliant EMS. The Units play a decisive role in the maintenance of the System and shall comply with the requirements of the Garrison’s EMS.

The organization of the USAG-K is ISO 14001 certified since May 2005.

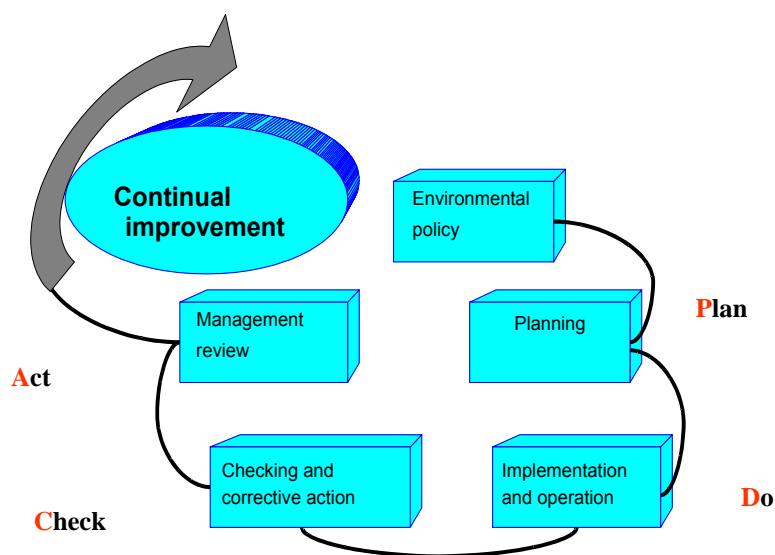


Figure 1: EMS model

The EMS uses the methodology known as “Plan-Do-Check-Act” (see figure 1). It is designed to achieve continual improvement in the environmental performance and compliance of an organization. This is obtained by consequent planning which include verbalization and implementation of objectives and programs based on the environmental policy. The system is optimized by regular assessments of its efficiency and the performance of corrective actions in case of non-conformance.

EMS HANDBOOK

Figure 2 presents the Garrison's scheduled timeline in regards to maintain and assess EMS elements.

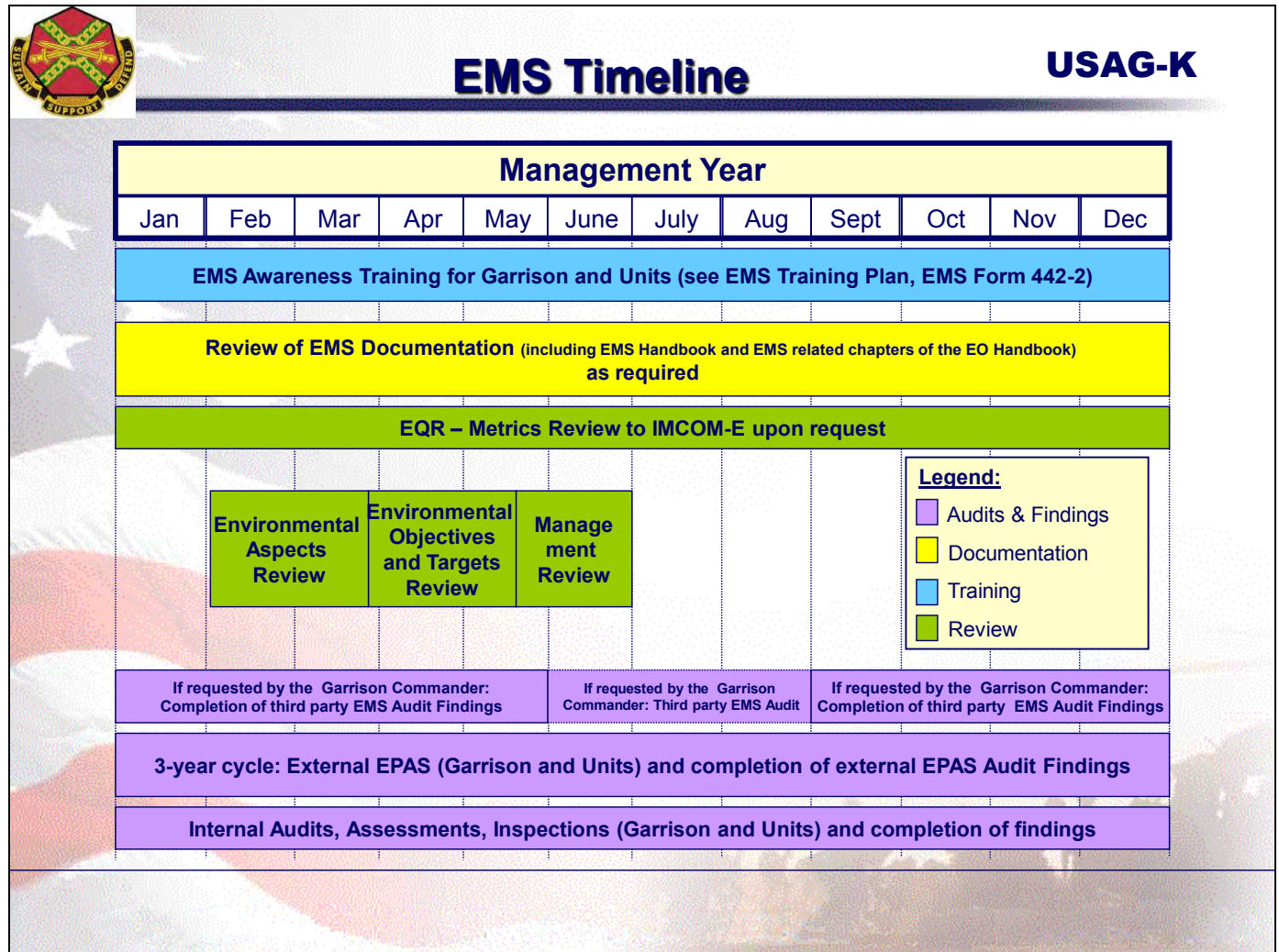


Figure 2: EMS timeline

EMS HANDBOOK

3. Definitions and Abbreviations**Definitions**

Audit (EMS): Systematic, objective and independent process to evaluate an organization's conformance to the audit criteria. The results of this process are documented and communicated to the management.

Auditor: Person with the competence to conduct an audit. The auditor shall be objective and impartial.

Audit Team: Group of auditors performing audits

Corrective Action: Action to eliminate the cause of a detected nonconformity

Document: Information and its supporting medium, medium can be in paper or digitally/electronically. Example: EMS Handbook, Standard Operating Procedures

Environmental Aspect: Element of an organization's activities, products or services that can interact with the environment. Examples: air emissions, energy consumption

Environmental Impact: Any change to the environment, whether adverse or beneficial, completely or partially resulting from an organization's activities, products or services. Examples: air pollution, natural resources depletion

Environmental Objective: Overall environmental goal that an organization sets itself to achieve. Example: reduce energy consumption, increase recycling rate

Environmental Policy: Statement of an organization on its intentions and principles related to environmental performance. The policy provides a framework for actions and for setting environmental objectives and targets.

Environmental Target: Detailed performance requirement, measurable where practicable, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives. Example: reduce energy consumption by 3% per year.

Nonconformance: Non-fulfillment of a requirement

Operational Control: Standard Operating Procedures, work practices or instructions for mission activities or operations, including those associated with significant aspects.

Preventive action: Action to eliminate the cause of a potential nonconformance.

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Record: Document stating results achieved or providing evidence of activities performed.

Examples: training records, meeting minutes

Significant Aspect: An environmental aspect that the organization has determined to have or possibly have a significant environmental impact. Examples: recycling, energy consumption

Abbreviations

AER:	Army in Europe Regulation
AFN:	American Forces Network
ARIMS:	Army Records Information Management System
C/:	Chief of
CFT:	Cross-Functional Team
DPTMS:	Directorate of Plans, Training, Mobilization and Security
DPW:	Directorate of Public Works
EMD:	Environmental Management Division
EMS:	Environmental Management System
EO:	Environmental Officer, Executive Order
EPAR:	Environmental Performance Assessment Report
EPAS:	Environmental Performance Assessment System
ERG:	Environmental Review Guide
EQCC:	Environmental Quality Control Committee
FGS:	Final Governing Standards

EMS HANDBOOK

HN:	Host Nation
IMCOM-E:	Installation Management Command Europe
IPAS:	Installation Performance Assessment
ISO:	International Standard Organization
MR:	Garrison's management representative for the EMS
MSDS:	Material Safety Data Sheet (<i>Sicherheitsdatenblatt</i>)
OI:	Operating instruction
OU:	Organizational unit within the USAG-K, such as a directorate, agency, tenant or tactical unit
PAO:	Public Affairs Office
PAIO:	Planning, Analysis and Integration Office
POC:	Point of Contact
REC:	Record of Environmental Consideration
SPRP:	Spill Prevention and Response Plan
SOP:	Standard Operating Procedure
USAG-K:	U.S. Army Garrison Kaiserslautern
WI:	Work Instruction

EMS HANDBOOK

4.1 Description of USAG K

USAG-K coordinates and provides base and contingency operation support for about 20 major installations as well as a number of small and/or remote areas.

The site layout of installations varies considerably according to their respective functions, e.g. Pulaski Barracks, Kleber Kaserne, and Panzer Kaserne have primarily administrative functions and a few minor maintenance facilities. Kaiserslautern Army Depot, a major repair and maintenance installation of the Garrison, comprises of several equipment and vehicle workshops. USAG Kaiserslautern Headquarters is located at Pulaski Barracks in Kaiserslautern-West. [...] The *Bundesanstalt für Immobilienaufgaben (BImA)* is the owner of all installations.

Due to on-going installation transformation, the area of responsibility is subject to change. A current installation list for the USAG-K is available at the Department of Public Works (DPW), Master Planning Division.

USAG K is organized as shown on the homepage at <http://www.kaiserslautern.army.mil>. The Directorate of Plans, Training, Mobility and Security (DPTMS) hold a list of units located within USAG K.

Forms

- none

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4.2 Environmental Policy**A. Purpose**

Determine principles for documenting, updating and communicating the environmental policy of USAG K.

B. Scope

This guideline applies to all members of USAG-K, including tactical units, tenant units and contractors.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Revision of policy	DPW	EMD		
2	Approval of policy	Commander	Commander	DPW, EMD	
3	Communication of environmental policy	DPW	EMD	PAIO	personnel, contractors units, public

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. [...] Considerable changes within USAG-K, such as a change of command or organizational re-structuring or modification of established procedures, require EMD to review and update the environmental policy.

All tenant and tactical units are required either to create an own environmental policy (see EO Handbook, Chap 3, Step 1) that shall not be in conflict to the Garrison's environmental policy or are welcome to adopt the Garrison's environmental policy.

2. The Garrison Commander approves and signs the environmental policy.

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3. The EMD, supported by PAIO if needed, communicates the revised policy to all members of the Garrison, including tactical units, tenant units and contractors within the Garrison (e.g. via EMS flyer, EO Handbook, newspaper articles, at meetings such as the Environmental Quality Control Committee (EQCC)). The policy is also published to the public on the Garrison homepage at: <http://www.kaiserslautern.army.mil/sites/directorates/DPW.html>. A copy of the current signed policy is added to this chapter [Environmental Policy](#).

F. Documents and Records

The originally signed environmental policy is filed at EMD. The digital version is also available on the DPW Share drive under G://ENVIRONM/B-Non-FGS/B03 EMS/4.2 Environmental Policy.

G. References

- EO Handbook (current version available at EMD)
- EMS Flyer (current version available at EMD)

H. Forms

- none



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

JUN 12 2012

IMKA-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAG-K) Policy Memorandum #47,
Environmental Management System (EMS)

1. References:

- a. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.
- b. EO 13423, Strengthening Federal Environmental, Energy and Transportation Management, 24 January 2007.
- c. EO 13514, Federal Leadership in Environmental, Energy and Economic Performance, 5 October 2009.

2. The mission of the USAG-K is to support troop unit readiness by operating, maintaining, and repairing the infrastructure and facilities within the garrison. Therefore, the USAG-K is committed to protecting the environment as it works to support the mission, its installations, and tenants in accordance with ISO 14001. Each individual garrison wide must remain dedicated to continually improving processes in an effort to conserve the environment that provides space to fulfill operations.


3. Every commander, unit, agency, organization, tenant, and individual within the USAG-K shall strive to:

- a. Comply with the Final Governing Standards for Germany and all applicable legal requirements.
- b. Promote sustainability of natural and man-made resources.
- c. Implement pollution prevention training and opportunities.
- d. Incorporate environmental requirements into all programs and missions.
- e. Continuously review activities and services to identify significant aspects for continual improvement.

IMKA-ZA

SUBJECT: United States Army Garrison Kaiserslautern (USAG-K) Policy Memorandum #47,
Environmental Management System (EMS)

- f. Promote hazardous waste and material minimization.
 - g. Conserve energy and water.
 - h. Support the installation wide EMS.
 - i. Effectively communicate this environmental policy to all personnel working within the USAG-K, including tactical units, tenants, and contractors.
4. This memorandum supersedes memorandum, USAG-K, IMEU-KAI-ZA, 29 July 2011, subject: Garrison Policy Letter #29, United States Army Garrison Kaiserslautern (USAG-K) Environmental Management System.
5. For further information, please contact the Directorate of Public Works (DPW) EMS Representative, Mr. William Holz, DSN 483-1560.



LARS N. ZETTERSTROM
LTC, EN
Commanding

DISTRIBUTION: D

EMS HANDBOOK

4.3.1 Environmental Aspects**A. Purpose**

Define procedures for the annual determination of the significant environmental aspects.

B. Scope

This procedure applies to all organizations of the USAG-K. It ensures that environmental aspects and impacts of activities, products and services are identified, annually reviewed and communicated.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Annual review of the environmental aspects	DPW	EMD	EMS CFT	
2	Approval of the significant environmental aspects	Commander	Commander	EMD	
3	Communication of the significant environmental aspects	DPW	EMD	PAIO, EQCC	personnel, units, contractors

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. Annually, EMD invites members of the EMS Cross Functional Team (CFT) as appropriate to review the environmental aspects/impacts of the activities, products and services of the USAG Kaiserslautern. Operational Units (OUs) are required to annually identify their own significant environmental aspects, see EO Handbook, Chap. C, Step 3. EMD familiarizes itself with the OUs aspects (e.g. during the internal EMS audit or the internal Environmental Performance Assessment Survey (EPAS) or workshop training) to consider them in the Garrison-wide aspect assessment.

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2. The Garrison Commander approves the significant environmental aspects. Ideally the environmental aspects are re-evaluated prior to the management review, so the revised significant environmental aspects can be included to the management review for approval (see [Chap. 4.6](#) in this handbook).

3. The revised significant environmental aspects will be briefed at the Environmental Quality Control Committee (EQCC) meeting. EMD, supported by PAIO if needed, and by the members of the EQCC, communicate the Garrison's significant environmental aspects to all personnel, contractors and units (e.g with the help of the EMS flyer or Environmental Newsletter). Significant environmental aspects will not be externally communicated.

F. Documents and Records

The impact of an environmental aspect and its potential for improvement are evaluated and documented by using [EMS Form 431-1](#). Attached to this form is an explanation sheet referring to the assessment criteria of each environmental aspect/impact. The aspects/impacts ranked as "A 1" are regarded as significant environmental aspects. The completed and current form is filed and archived by EMD.

The OUs are offered to either develop an aspect sheet of their own or to review their aspects as part of the annual EMS Workshop.

G. References

- EO Handbook (current version available at EMD)
- EMS Handbook, [Chap. 4.6](#) – Management Review

H. Forms

- [EMS Form 431-1](#): Assessment of environmental aspects/impacts (blank)

No revision service for print outs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	Assessment of Environmental Aspects/Impacts (FY X)																			
3	Environmental Aspect / Impact	1) Legal Environmental Requirement	2) Pollution Control	3) Solid Waste	4) HM/HW	5) Noise	6) Energy Reduction	7) Drinking Water	8) Natural Conservation	9) Cultural Conservation										
4	Installation	examples for environmental aspects																		
5	Breitenwald																			
6	Daenne																			
7	ESCK																			
8	Gruens																			
9	KAD																			
10	Kleber H																			
11	Landstu SATCO																			
12	Landstu																			
13	MAD																			
14	Panzer																			
15	Husterh																			
16	Pulaski																			
17	ROB / V																			
18	Hill 365																			
19	Sambad																			
20	Sembad																			
21	Garrison wide																			
22	Relevance:	A	-	very relevant	Improvement potential:				1	-	improvement possible, no action yet									
23		B	-	relevant					2	-	action ongoing									
24		C	-	not relevant					3	-	improvement measures economically unreasonable									
25		O	-	not assessed					4	-	no action required									
26																				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Assessment of Environmental Aspects/Impacts (FY X)																			
27	Explanations for ranking with regard to environmental regulatory requirements and contracted activities:																			
28																				
29																				
30	The highest rating per column determines the Garrison wide rating.																			
31																				
32	Column 1:	Environmental planning																		
33	to be considered	Environmental impacts, EMS / EPAS follow-up, green procurement																		
34	Column 2:	Pollution Control																		
35	to be considered	Air emission, Solid waste management, waste water, spill prevention, awareness																		
36	Column 3:	Solid Waste																		
37	to be considered	recyclable materials, hazardous waste, solid waste, awareness																		
38	Column 4:	HM/HW																		
39	to be considered	HM/HW control, compliance, awareness, HMMP implementation																		
40	Column 5:	Noise																		
41	to be considered	aircraft noise, vibration, and equipment issues, shooting range, construction activities																		
42	Column 6:	Energy Reduction																		
43	to be considered	Electricity consumption, electro-mechanical components, vehicle fuels, alternative energy, facility H(eating)V(entilation)AC(Air Conditioning)																		
44	Column 7:	Drinking Water																		
45	to be considered	Water use reduction, water vulnerability issues, electro-mechanical components																		
46	Column 8:	Natural Conservation																		
47	to be considered	threatened and endangered species (TES), protected habitat																		
48	Column 9:	Cultural Conservation																		
49	to be considered	Celtic barrows, historical buildings, roman road																		
50																				
51																				
52																				
53																				
54																				
55																				
56																				
57																				
58																				
59																				
60	List of CFT Membership consulted to arrive at aspect ratings in FY12:																			
61																				
62	please add names of CFT members																			
63																				
64																				
65																				
66																				

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4.3.2 Legal and other Requirements**A. Purpose**

Define the procedures to identify and communicate the applicability of legal and other environmental requirements to maintain legal compliance.

B. Scope

This requirement applies to the EMD to communicate environmental publications for legal amendments and revisions of environmental statutes and communicate this information throughout the Garrison.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Identify applicability of environmental legal and other requirements	IMCOM-E, EMD	IMCOM-E, EMD	C/OU	
2	Up-date of permits register and "list of applicable legal and other requirements"	EMD	EMD		
3	Communication of relevant changes in legal and other environmental requirements	EMD	EMD	EQCC	Personnel, C/OU affected
4	Ensure compliance with applicable legal and other requirements	C/OU	personnel, units,	EMD	

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ – supply Information to

E. Process

1. Installation Management Command Europe (IMCOM-E) routinely provides information/updates to EMD on the legal and other environmental requirements applying to the Garrisons, **for example:**

- applicable international agreements,
- U.S. environmental laws and regulations, Executive Orders
- national and state (Land) environmental laws and regulations,

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- requirements of the United States (U.S.) Department of Defense (DoD) Overseas Environmental Baseline Guidance Document (OEBGD),
- the Final Governing Standards-Germany (FGS-G)
- publications of the chamber of commerce and industry (IHK) or the Workers' Compensation Board (Berufsgenossenschaft), etc.

IMCOM-E provides the Garrison with user name and password to access the internet portal <http://www.umwelt-online.de>. EMD receives the monthly umwelt-online newsletter.

EMD reviews and updates as appropriate and when needed:

- city and county environmental laws and regulations, and
- administrative environmental requirements (such as notifications of permission, authorizations or licenses)

The C/OUTs assist in this task by transmitting copies of their environmental operation permit/notification to the EMD (see EO Handbook, Chap. C, Step 2).

2. EMD up-dates the "Permits Register" (see DPW Share drive under G:\ENVIRONM\A-Management\A05 Document Control\DOCUMENT CONTROL DATA BASE,) and the "List of applicable legal and other requirements" (see [EMS Form 432-2](#)) as appropriate.

3. EMD, supported by the Environmental Quality Control Committee (EQCC), communicates relevant changes in legal and other environmental requirements to the affected C/OUTs for further action and compliance.

4. The C/OUTs ensure compliance with the applicable legal and other requirements within their area of responsibility (see EO Handbook, Chap. C, Step 2). Recurring compliance assessments are conducted as described in [Chap 4.5.2](#).

F. Documents and Records

A current version of [EMS Form 432-2](#) is available at EMD on the DPW Share drive under G:\ENVIRONM\B-Non-FGS\B03 EMS\4.3.2 Legal and other Requirements. Copies of the notifications of permission shall be with EMD and the affected unit.

Most of the applicable US and German environmental legal requirements are available at:

- European, German national and state environmental legal requirements can be accessed via <http://www.umwelt-online.de/> (log in: USArmy, password: G3tUPf7B). Respective umwelt-online newsletters are filed on the G-drive at G:\ENVIRONM\B-Non-FGS\B03 EMS\4.3.2 Legal and other Requirements\umwelt-online.de.
- U.S. environmental legal requirements can be accessed at <http://www.apd.army.mil/> or at <https://aepubs.army.mil/library/>.


Local German authorities provide information about current local environmental requirements.

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G. References

- EO Handbook (current version available at EMD)
- monthly newsletter subscribed at <http://www.umwelt-online.de>
- <http://www.apd.army.mil/> (Army Publishing Directorate (APD) – Home Page)
- <https://aepubs.army.mil/ae/public/index.aspx> (Army in Europe Library & Publishing System)
- FGS (current version available at EMD)
- G:\ENVIRONMVA-Management\A05 Document Control\DOCUMENT CONTROL DATA BASE, Document Control Data Base as well as manual and Standard Operation Procedure.

H. Forms

- 
- [EMS Form 432-2](#): List of applicable legal and other requirements (blank)

List of legal and other Requirements (excluding permits) - (Status: date)

Short Title	Requirement Title
Aspect 1	
Aspect 2	
Aspect 3	
Aspect 4 ...	

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4.3.3 Objectives, Targets and Programs**A. Purpose**

This procedure describes a standard for developing and reviewing EMS objectives and targets with regards to the Garrison's significant environmental aspects and for implementing and reviewing appropriate environmental programs to achieve these objectives and targets within an established time-frame.

B. Scope

The procedures established apply to all levels and functions of the USAG-K.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Annual review of environmental objectives and targets	DPW	EMD,	EMS CFT C/OU affected	
2	Approval of the environmental objectives and targets	Commander	Commander	EMD	
3	Communication of environmental objectives and targets	DPW	EMD	PAIO, EQCC	personnel, units, contractors
4	Implement and maintain program for achieving environmental objectives and targets	EMD	EMD, EMS CFT, C/OU affected	personnel	
5	Review of the program's progress status	EMD	EMD, EMS CFT, C/OU affected	DPW	EQCC

Notes:R¹ - Overall ResponsibilityP² – PerformS³ – SupportI⁴ - supply Information to**E. Process**

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1. The Garrison's environmental objective and targets are annually reviewed by the EMS Cross Functional Team (CFT). The EMD appoints the members of the EMS CFT according to their expertise and impact to significant environmental aspects (see [Chap. 4.3.1](#)). To address selected significant environmental aspects, the EMS CFT will propose environmental objectives (goals) and identify at least one target per objective. In determining environmental objectives and targets, the team considers:

- compliance with legal and other requirements (e.g. environmental policy and programs, Executive Orders)
- best management practice and technical state of the art
- installation strategic planning initiatives (e.g. Installation Sustainability Strategic Plan (ISSP), Installation Management Campaign Plan)
- mission requirements and unit's significant aspects (also see the EO Handbook, Chap. C, Step 3)
- ability to control activities/products/services involved
- financial requirements

Targets shall be measurable (where practicable), achievable, and have a specific timeframe for completion.

2. The Garrison Commander approves the revised environmental objectives and targets.

3. The revised environmental objectives and targets are presented at the subsequent Environmental Quality Control Committee (EQCC) meeting. The members of the EQCC, **as well as PAIO if needed**, support EMD in disseminating the revised objectives and targets to all personnel and units of the Garrison.

4. [...] The environmental objectives and targets will be incorporated in the Garrison's environmental Action Plan (see [EMS Form 453-1](#)), which defines responsibilities to execute each item, allocate time to the action and identify resources/budget assignments.

5. The review of the program progress is performed in a joint effort by EMD and effected experts. The EMD tracks the program progress status via the Environmental Action Plan. The EMD briefs the program progress regularly at the EQCC meetings **on demand or if appropriate**. The efficiency of the environmental objectives, targets and programs is evaluated during the annual management review (see [Chap. 4.6](#)).

F. Documents and Records

[EMS Form 433-1](#) provides a template for the documentation of the annual review of the environmental objectives and targets. The Commander either approves the revised environmental objectives and targets by using this EMS Form or by signing the Management Review Report. [EMS Form 453-1](#) represents the Environmental Action Plan to track the environmental program. Both of the EMS Forms are updated, filed and archived by EMD.

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G. *References*

- Installation Sustainability Strategic Plan (ISSP, current version available at PAIO)
- Installation Management Campaign Plan (current version available at PAIO)
- EO Handbook (current version available at EMD)
- Management Review Report (current version available at EMD)
- [EMS Form 453-1](#): Action Plan

H. *Forms*

- [EMS Form 433-1](#): Environmental Objectives & Targets

Environmental Objectives and Targets (revision date: .XXXX)

Media Area	Objectives & Targets
Significant aspect	Objective 1:
	Target 1.1:
Significant aspect	Objective 2:
	Target 2.1:

signed on:

Signature:

LTC,
Commanding

EMS HANDBOOK

4.4.1 Resources, Roles, Responsibility and Authority**A. Purpose**

The purpose of this procedure is to define and assign the roles, responsibility and authority for the implementation and continuous actions necessary for maintaining the Garrison's EMS.

B. Scope

This procedure applies to all personnel within the Garrison, to include tenant organizations, whose processes/activities, products and/or services may have an impact on the environment.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

The EMS is the Garrison Commander's program and pushes environmental responsibilities out to all members of the organization. The DPW supervises the EMS and communicates EMS requirements to Garrison's organizations/units. The EMD supports DPW by implementing the EMS requirements Garrison-wide in accordance with ISO 14001, related Executive Orders and Army policy.

The Environmental Quality Control Committee (EQCC) is the forum to address EMS issues; EMS Cross Functional Team (CFT) members will support DPW and EMD in achieving the EMS milestones.

Specific roles, responsibilities and authorities within the Garrison's EMS are defined as follows:

D.1 Garrison Commander

- overall responsibility for the proper implementation and maintenance of the Garrison's EMS,
- designates the EMS Management Representative (MR) and alternate(s),
- approves the environmental policy, aspects, objective, targets and programs, and management review.

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D.2 DPW

- provides the EMS MR (Director of DPW) with overall responsibility and authority to maintain EMS
- ensures communication of Garrison-wide EMS related information to the Garrison and unit members, such as EMS training courses, audit schedules and findings, CFT meetings, aspects, objectives & targets and related programs, etc.

D.3 EMD

- provides the alternate EMS MR (Chief of EMD plus additional representatives as needed)
- advises the USAG-K in regards to EMS requirements,
- ensures the Garrison's EMS requirements are met in accordance with the current version of the ISO 14001, Executive Orders and DA policies,
- maintains the Garrison's EMS Handbook and related documentation,
- provides training, guidance and assistance to Garrison employees and the Environmental Officers (EOs) to ensure compliance with the Garrison's EMS,
- provides expertise to define the Garrison's significant environmental aspects and to develop objectives, targets and associated programs accordingly,

D.4 Environmental Quality Control Committee (EQCC)

- members consist of representatives from the command section, directorates, tenant agencies, units, Installation Coordinators (ICs), Environmental Officers (EOs)
- meets quarterly to advise the Garrison Command on environmental priorities, policies, strategies, and programs. Advisement extends to coordinate these programs including the EMS (further details see Army in Europe Regulation (AER) 200-1).

D.5 EMS Cross Functional Team (EMS CFT)

- subcommittee to the EQCC, consisting of selected members of the EQCC,
- convenes upon request of the MR or EMD to coordinate and facilitate EMS implementation and processes, e.g. reviewing significant aspects and developing objectives, targets and associated programs or assisting in EMS Audits,
- if reasonable, the EMS CFT can be split in a working group and a decision group.

D.6 Chiefs of Organizational Units (C/OU)

- appoints the unit's EMS Point of Contact for EMD to implement and maintain the requirements of the Garrison's EMS and incorporate them into their units day-to-day business,
- coordinates with EMD as needed to facilitate implementation and maintaining the Garrison's EMS, to include resolving non-conformities with the Garrison's EMS,

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D.7 All personnel within the footprint of the USAG-K (including contractor)

- conform to the Garrison's environmental policy,
- be aware of significant environmental aspects their company or activity may have an influence on, to include actual and potential impacts associated with their work,
- know their roles and responsibilities within the Garrison's EMS,
- report environmental deficiencies and EMS non-conformities to their supervisor.

E. Process

N/A

F. Documents and Records

The EO Handbook, Chap C, EMS, serves as the EO's EMS Handbook equivalent. It provides guidance on environmental related topics considered to be relevant for the units, as example Spill Prevention and Response, Hazardous Waste/Hazardous Material Management.

The Directorate of Plans, Training, Mobility and Security (DPTMS) and PAIO hold a list of units located within the Garrison

Appointment letters for EMS-specific roles are filed by appointees/appointees' supervisors.

G. References

- EO Handbook (current version available at EMD)
- AER 200-1

H. Forms

- none

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4.4.2 Competence, Training and Awareness**A. Purpose**

To define the processes to ensure all personnel within the Garrison receive appropriate and sufficient environmental training and awareness regarding EMS and the environmental impacts associated with their work environment.

B. Scope

These principles apply to all personnel of USAG K. EMS competence covers EMS awareness training as well as required skills and training associated with significant aspects. Depending on the defined EMS competence level for personnel, units, and contractors, training options such as on-the-job training, handbooks, flyers, briefings or classroom training will be available.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Annual identification of EMS competence requirements on Garrison level	EMD, C/OU	EMD, C/OU	personnel, units, contractor	personnel, units, contractor
2	Annual review of the EMS Training Plan	EMD	EMD, C/OU	C/OU	personnel, units, contractor
3	Preparation and execution of EMS competence training	EMD, C/OU	EMD, C/OU	DPW	personnel, units, contractor
4	Maintenance of training records	EMD, C/OU	EMD, C/OU	personnel, units, contractor	

Notes:R¹ - Overall ResponsibilityP² – PerformS³ – SupportI⁴ - supply Information to**E. Process**

1. EMS Training Requirements for personnel, units and contractors are reviewed at least annually:

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- The EMD determines EMS awareness requirements [...] and identifies the appropriate EMS awareness level for all installation personnel who work for or on behalf of the Garrison (including units and contractor). The training topics cover at a minimum:
 - general knowledge of EMS and related procedures (e.g. the Garrison's environmental policy, roles and responsibilities within EMS),
 - the Garrison's significant environmental aspects, and related impacts associated with personnel's work activities and the benefits of the improved personal performance and
 - potential consequences of departure from specified EMS procedures.
- The C/OU identifies additional training requirements for all personnel performing tasks that have the potential to cause significant environmental impacts, see EO Handbook, Chap. C, Step 4. Upon request, the EMD assists in this effort.

2. At least annually, the EMD reviews the "Annual EMS Training Plan" (see [EMS Form 442-2](#)) applicable to personnel, units and contractors. [...]

3. EMD organizes the Garrison's EMS training in accordance with the Training Plan.

The C/OU supports EMD by ensuring the nominated EO's environmental training is up to date and the EO acts as the environmental trainer to unit members and new personnel as described in the EO Handbook, Chap. C, Step 4.

5. For all EMS related training performed under the lead of EMD the participants receive a signed training certificate and provide a copy to the C/OU or the nominated EO. Units shall maintain training records as described in the EO Handbook, Chap. C, Step 4.

F. Documents and Records

For training organized by EMD, participation is documented by using [EMS Form 442-1](#). For training organized by others, the training coordinator is responsible to track the participants by either using [EMS Form 442-1](#) or a similar master list.

G. References

- EO Handbook (current version available at EMD)
- Garrison's EMS Flyer (current version available at EMD)

H. Forms

- [EMS Form 442-1](#): Training Participants List
- [EMS Form 442-2](#): Annual EMS Training Plan

Participants List

Organizer:**Subject Area:****Title:**

Date, Time:

Agenda:**Participants:**

Last name	First name	Rank	Directorate/ Unit	DSN/e-mail	Signature

Signature (Organizer)



Annual EMS Training Plan

USAG-K

Management Year											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Hazardous Material/Hazardous Waste training for EOs (on-the-job-training upon request)											
In-processing Newcomer's briefing (weekly classroom-training)											
Update and garrison-wide distribution of EMS Flyer as and when required											
Quarterly EQCC briefing providing EMS information to Garrison directorates/senior leadership and Units											
<div><div>EMS Awareness Workshop for (tenant) Units</div><div>Legend: Organizer/presenter: <div><div></div> EMD, contractor support <div></div> EMD <div></div> others</div><div>EMS Awareness Workshop for (tenant) Units</div></div></div>											

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4.4.3 Communication**A. Purpose**

Ensure timely and effective internal and external communication regarding the Garrison's EMS and environmental related information.

B. Scope

This procedure applies to all Garrison personnel as well as external parties (e.g. customers, contractors, media, Host Nation agencies) as they relate to EMS.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Internal communication	Commander	DPW, EMD	EMD, EMS CFT, C/OU affected	employees affected
2	External communication	Commander	PAO	DPW, EMD	affected military community or local public

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. Internal communication is handled by the following means (examples):

- Meetings, e.g.:
 - USAG-K conducts a weekly staff call chaired by the Garrison Commander. The chiefs of Garrison units under Garrison command are invited to discuss essential Garrison related issues, including EMS and other environmental topics. The C/Directorate of Public Works (DPW) attends the staff call and provides all environmental issues to the C/EMD during the weekly DPW staff call **as needed**.
 - The quarterly Environmental Quality Control Committee (EQCC) meeting mandated by Army in Europe Regulation (AER) 200-1, chaired by the Garrison Commander, consists

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of members representing the operational, engineering, planning, resource management, legal, medical, and safety offices of the Garrison Command, including tenant activities. The C/EMD briefs the attendees on recent EMS related issues and other environmental topics in order to foster discussions and decisions by the group. Meeting minutes are prepared by EMD, signed by the Garrison Commander, and disseminated to the attendees.

- The EMS Cross Functional Team (CFT) meetings are chaired by the EMS Management Representative or Alternate. On demand, selected EQCC members build teams to discuss (working group) and/or decide (decision group) on specific EMS related issues and/or other environmental topics. Results are documented either via respective EMS Form or meeting minutes, filed by the EMD and distributed to the attendees.
- Briefings, e.g.:
 - EMS related information can be addressed during meetings held by Installation Commanders (IC). In some installations the IC invites installations and Garrison's C/OU on a regular basis to exchange information and will share this information with all units within the installation as needed and as appropriate.
 - On demand, the C/OU briefs EMS related and other environmental issues to OU personnel see EO Handbook, Chap. C, Step 4 and 5.
 - At the weekly Newcomer's Briefing the DPW EMD informs in-processing soldiers about EMS and other relevant environmental information.
- Media, e.g.:
 - Post newspapers, American Forces Network (AFN) broadcasting, local press
 - USAG Kaiserslautern home page under <http://www.kaiserslautern.army.mil/>
 - flyers, bulletin boards, e-mails

2. External communication is handled as follows:

- Official communications (inquiries, requests, complaints, and/or notifications) between the Garrison and external parties concerning environmentally related issues must be handled and documented by the Public Affairs Office (PAO). The PAO, in consultation with EMD, will designate a point of contact to give attention to the issue.
- The PAO reviews all responses to external parties and oversees the disclosure of information to AFN and the local press.
- Besides the Garrison's environmental policy (see [Chapter 4.2](#)) no other EMS information is disclosed externally.

F. Documents and Records

The EMD maintains records of internal communications (e.g. meeting minutes, correspondence, notes, and press releases) and PAO maintains records of communication between the Garrison and external parties.

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G. *References*

- In-processing Newcomer's briefing (posted on the Garrison's Homepage under DPW)
- EO Handbook (current version available at EMD)
- EQCC meeting minutes (available at EMD)
- AER 200-1

H. *Forms*

- none -

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4.4.4 EMS Documentation**A. Purpose**

To administer the Garrison's EMS Handbook, that describes all procedures, documents and records required to implement the EMS core elements in compliance with ISO14001.

B. Scope

This procedure describes the content and location of the EMS Handbook. It applies to all organizations of the USAG-K.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Annual revision and approval of the EMS Handbook	Commander	EMD	PAIO	
2	Communication of the EMS Handbook	MR	EMD	C/OU, PAIO, EMS CFT	personnel, units
3	OUs maintain and update required EMS documents.	C/OU	EO		

Notes:**R¹** - Overall Responsibility**P²** – Perform**S³** – Support**I⁴** - supply Information to**E. Process**

1. Annually, the EMD revises the procedures described in the Garrison's EMS Handbook in regards to the EMS core elements. For each EMS core element a chapter lists:

- the Scope,
- the EMS element and its interaction,
- references, and
- documents and records required by ISO 14001 and by the Garrison to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.

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Major changes in procedures and responsibilities within the EMS require the re-approval of the commander. Minor changes, such as adjusting time lines, form sheets, are not subject to re-approval.

2. The EMD communicates the revised EMS Handbook to all personnel and units of the Garrison.

3. All agencies, to include tenant and tactical units, hold an Environmental Officer (EO) Handbook as basic environmental guidance. Chapter C of the EO Handbook briefly discuss the Garrison's EMS and required "to-do" actions to implement the EMS procedures on the unit's level. The chief of the operational unit (C/UO) directs the EO to maintain and file all OU-relevant EMS documents and records as described in the EO Handbook. The EO Handbook is subject to random inspection by EMD.

F. Documents and Records

The approved hard copy of the EMS Handbook is located at the EMD.

G. References

- EO Handbook (current version available at EMD)

H. Forms

- none

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4.4.5 Document Control**A. Purpose**

Provide a standard for controlling documents according to ISO 14001.

B. Scope

This procedure applies to the preparation, revision, distribution and version control of all documents associated with EMS.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	OUs implement and follow the Document Control Process.	C/OU	C/OU, authorized personnel	EMD	
2	Regularly evaluate the OU's compliance with the Document Control Process.	DPW	EMD	C/OU, EO	

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. The Garrison's EMS related documents are controlled as followed:

- Each chief of an operational unit (C/OU)
 - identifies the EMS relevant documents, such as permits, records, Standard Operating Procedures (SOPs), Work Instructions (WI), legal requirements, policies, memoranda, environmental handbooks, forms, and etc.
 - approves the documents, if not already approved by higher command level.
 - ensures that current versions of applicable documents are readily available (hard copies/digital files) and appropriately distributed and communicated.
- EMD registers the Garrison's EMS relevant documents by using the EMD Document Control Data Base. All documents shall be:

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- identified by title, date of issue and name of the issuing authority. Documents are considered to be formally issued when they are authorized with the appropriate approval signature.
 - revised and reapproved by authorized personnel as necessary, indicating changes and current version status
 - labeled in accordance with the Army Records Information Management System (ARIMS)
 - obsolete/superseded documents are marked in the Document Control Data Base as such (regardless of electronic version or hard copy).
- The OUs track and communicate their EMS related documents in accordance with the Environmental Officer (EO) Handbook, Chap. C, Step 6. For documentation purpose, the OUs are offered to use [EMS Form 445-1](#) (List of EMS relevant documents and records) or a similar document control master list.
 - Only approved and authorized digital documents are posted on the Garrison's network.
2. The EMD annually assesses the Garrison's/OU's compliance with the Document Control Process as described in the Garrison's EMS Handbook, [Chapter 4.5.2](#) and the EO Handbook, Chap. C, Step 6. Upon request, the EMD provides guidance to the OU's on how to organize the EMS Document Control.

F. Documents and Records

The EMD tracks the Garrison's EMS related documents on the DPW Share drive under G:\ENVIRONMIA-Management\A05 Document Control\DOCUMENT CONTROL DATA BASE, filing the access database as well as the database manual. This database is a tool to track all environmental related documents and records, like remediation reports, management plans, memoranda, and etc. [...] [EMS Form 445-1](#) provides an alternate template for referencing EMS related documents and records on unit level.

G. References

- Army in Europe Regulation 25-400-2, 28 Jun 2010: The Army Record Information Management System (ARIMS)
- EO Handbook (current version available at EMD)
- Garrison's homepage at: <http://www.kaiserslautern.army.mil>
- G:\ENVIRONMIA-Management\A05 Document Control\DOCUMENT CONTROL DATA BASE, Document Control Data Base as well as manual and Standard Operation Procedure.

H. Forms

- [EMS Form 445-1](#): List of EMS relevant documents and records

List of EMS relevant documents and records

OU Name:**POC:****Revision date:**

#	Title	Date of issue	Document Description (e.g. permission, MOI, SOP, WO, policy, etc)	POC	ARIMS	document location (Installation, Bldg., Room, ... or path and filename for electronic files)	POC for archiving superseded document	Storage location for archived document	document archive period (Years)

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4.4.6 Operational Control**A. Purpose**

To identify operations and activities associated with the Garrison's environmental aspects/impacts and manage them in accordance with the Garrison's environmental policy, objectives and targets.

B. Scope

The Garrison systematically develops, revises, and documents Standard Operating Procedures (SOP) for activities with potential to impact the environment and describe the appropriate actions for managing those impacts and associated aspects.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Random inspections on environmental activities requiring operational control procedures	EMD	EMD	EMS CFT	
2	Periodically revise operational control procedures	C/OU	C/OU, authorized personnel	OU	
3	Regularly evaluate the OU's compliance with the operational control process	DPW	EMD	C/OU, EO	

Notes:

R¹ - Overall Responsibility

P² - Perform

S³ - Support

I⁴ - supply Information to

E. Process

1. Random sampled inspections are carried out by the DPW EMD throughout the year which check for activities requiring operation control procedures having the necessary procedures in place. For an activity or process considered the first time, the affected OU develops and implements an operational control procedure in a timely manner.

Operational control procedures shall provide instructions, describe the activity/process and

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integrate sound environmental management practices in day-to-day operations, clarify responsibilities, reference related documents like regulations, management plans, handbooks, and etc.

2. The chief of an operational unit (C/OU) ensures periodic [...] revision of all operational control procedures (e.g. Standard Operating Procedures (SOP), Work Instructions (WI), Operating Instructions (OI), Memorandum, and etc.). Procedures will be communicated to the personnel affected accordingly.

3. EMD annually assesses the Garrison's/OU's compliance with the operational control process as described in the Garrison's EMS Handbook, [Chapter 4.5.2](#) and the Environmental Officer (EO) Handbook, Chap. C, Step 7. Upon request, EMD provides guidance to the OU's on how to organize the EMS operational control and on how to prepare required documents.

F. Documentation

EMD tracks the Garrison's EMS related operational control procedures (e.g. Management Plans) by using the EMD Document Control Data Base (see Garrison's EMS Handbook, [Chapter 4.4.5](#)).

The unit maintains a list of EMS related operational control procedures by either using [EMS Form 445-1](#) or similar (see EO Handbook, Chap. C, Step 6).

G. References

- EO Handbook (current version available at EMD)
- G:\ENVIRONM\A-Management\A05 Document Control\DOCUMENT CONTROL DATA BASE
- [EMS Form 445-1](#): List of EMS relevant Documents and Records
- [Management Plans](#), SOPs, WIs and OIs (available at appropriate OU level)

H. Forms

none

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4.4.7 Emergency Preparedness and Response**A. Purpose**

Determine the process for identifying potential emergency situations that can have an impact on the environment and for responding to emergency situations.

B. Scope

These guidelines apply to all organizational units (OUs) of USAG-K.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Periodically review procedures to identify potential emergency situations and potential accidents and how to respond to them	C/OU, EMD	C/OU, EMD	EO	personnel, units
2	Respond to, prevent or mitigate associated adverse environmental impacts	C/OU affected	OU/ personnel affected	EMD	EMD
3	Periodically familiarize OUs with emergency preparedness and response procedures where practicable	C/OU, EMD	EMD	personnel, units	

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. The Garrison's Spill Prevention and Response Plan (SPRP) identifies potential emergency situations and provides guidance on responding actions. EMD reviews and updates this plan at least every 5 years or when there is a significant change to operation. General and unit specific Standard Operating Procedures (SOP) to reduce the risk of spills are addressed in the Environmental Officer (EO) Handbook. Both EMD and the C/OU ensure that relevant information is passed on to all personnel involved and is available on-site.

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2. The Garrison's SPRP as well as the EO Handbook provides guidance on how to respond to (see SPRP for the "Red Plan" and for the "Pollution Incident Report"), prevent or mitigate associated adverse environmental impacts. EMD evaluates actual emergency situations and responses – if appropriate - for lessons learned to be incorporated in the SPRP and the SOPs.

3. To familiarize personnel with the applicable emergency procedures and measurements, training and exercises are conducted regularly under the lead of EMD.

F. Documentation

For required documentation see the SPRP as well as the EO Handbook. Both documents provide guidance on how to identify and manage emergency situations. For any emergency response training and exercise initiated by the EMD the [EMS Form 4.4.2-1](#) shall be completed and a copy forwarded to the participants.

G. References

- US Army Garrison Kaiserslautern Spill Prevention & Response Plan [...] (filing C/EMD, copy on DPW Share-drive) and referenced documents
- EO Handbook , including SOPs
- [EMS Form 4.4.2-1](#): Training Participants List

H. Forms

none

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4.5.1 Monitoring and Measurement**A. Purpose**

This procedure provides a standard for monitoring and measuring the Garrison's key environmental issues, including tracking environmental performance and progress towards meeting objectives and targets, and to ensure and document equipment calibration.

B. Scope

These principles apply to all OUs of the USAG-K.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Monitor status of environmental performance	C/OU, EMD	C/OU, EMD,	EO	EQCC, personnel, units
2	Maintain list of facilities, equipment and items requiring inspection/calibration and perform inspections/calibrations.	C/OU	OU	EMD	
3	Calibration of equipment	C/OU	OU		

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. Two tools are used to document environmental requirements and track their performance status:

- The server-based Installation Performance Assessment Survey (IPAS) database provided by the Installation Management Command Europe (IMCOM-E) list all internal and external EPAS nonconformance findings. Nonconformance findings resulting from other inspections, assessments and audits are considered internal EPAS findings.

- All other environmental requirements, e.g. Management Plan due outs, objectives &

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targets, are listed in the environmental Action Plan (for a template see [EMS Form 451-2](#)).

Both tools define responsibilities to execute each item or finding, allocate time to the action and identify required resources. Under the lead of EMD and supported by the affected OUs, the performance progress status of each item is regularly updated [...]. If required and appropriate, the performance progress of selected items is briefed to the Environmental Quality Control Committee (EQCC).

2. Each OU documents the type of facilities, equipment and items requiring inspection, either by using [EMS Form 451-1](#) or a similar master list which defines at least equipment subject to inspection, location, Point of Contact, inspection types, time frames and required actions. These records have to be registered in [EMS Form 445-1](#), as described in [Chap. 4.4.5](#) of this handbook and in the Environmental Officer (EO) Handbook, Step 6.

Each C/OU ensures that required inspections are actually being performed and documented.

3. All test and measure instruments or equipment used shall be calibrated. Records of the calibration process are maintained by the OU in charge.

F. Documentation

[EMS Form 453-1](#) shows the Garrison's Environmental Action Plan. The current version is available at EMD. [EMS Form 451-1](#) provides a template for the registration of facilities, equipment and items requiring inspection or calibration. Calibration records are archived at the OU that performs the test or measurements.

G. References

- EMS Handbook, [Chap. 4.4.5](#) – Document Control
- EO Handbook (current version available at EMD)
- [EMS Form 453-1](#): Environmental Action Plan

H. Forms

- [EMS Form 451-1](#): List of facilities, equipment and items subject to inspection (blank form)
- [EMS Form 451-2](#): Action Plan (blank form)

No revision service for print outs

List of facilities, equipment and items subject to inspection

OU:	OU name
Status:	Date

[illegible]

[illegible]

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4.5.2 Evaluation of Compliance**A. Purpose**

Describes the process for evaluating compliance with applicable legal or other requirements.

B. Scope

These principles apply to all operational units (OUs) of USAG-K.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Regularly perform external EPAS	IMCOM-E	IMCOM-E	EMD	Commander, OUs affected
2	Regularly perform internal EPAS and compliance checks	EMD	EMD		OUs affected
3	Inspections by HN	HN and/or TBD	HN and/or TBD	OUs affected	OUs affected
4	Environmental Review for all project requests	DPW	EMD		MPD

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. Army in Europe Regulation (AER) 200-1 mandates Installations to conduct environmental program assessments under the Environmental Program Assessment System (EPAS). The scope of EPAS includes all operations and activities within the installation boundary and assesses overall environmental program performance in addition to regulatory compliance.

- External EPAS assessments are conducted every 3 years under the lead of Installation Management Command in Europe (IMCOM-E) and in conjunction with EMD.
- External EPAS findings are entered in the Installation Performance Assessment (IPAS) database provided and maintained by IMCOM-E. IMCOM-E reports the findings to the Garrison Kaiserslautern and provides an external Environmental Program Assessment

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Report (EPAR). EMD communicates the findings to the OUs affected (as described in the Environmental Officer (EO) Handbook, Chap. C, Step 10) and updates the IPAS database to reflect the progress on closing the findings.

- As soon as major external EPAS non-conformances are completed in accordance with IMCOM-E guidance, EMD prepares a memorandum on re-declaration of EMS conformance for the Garrison Commander to sign. A copy of this memorandum is forwarded to IMCOM-E upon request.

2. Once a year, EMD monitors compliance of the OUs with applicable legal and other requirements (e.g. permissions) by conducting a Garrison internal EPAS assessment. Findings are tracked using the IMCOM-E IPAS database and are communicated to the OUs affected. OUs are regularly inspected to check the progress of solving the internal EPAS findings, see EO Handbook, Chap. C, Step 10. In addition, EMD randomly performs compliance checks on unit level to follow up on findings towards maintaining an up-to-date database.

3. Federal, State and local regulatory agency's inspectors may inspect the Garrison at any time. Host Nation (HN) inspectors may or may not coordinate with the affected Garrison OU for an inspection. They will be afforded access to the area for their inspection even without prior notice. Inspections are conducted randomly or on a schedule determined by the regulatory agency.

4. All projects initiated within the area of the Garrison are subject to Environmental Review in accordance with the Environmental Considerations/Environmental Review Guide (ERG) as mandated by AER 200-1. For minor projects (e.g. Service Orders) requested for execution by the Garrison's Base Maintenance Contractor, the contractor evaluates the environmental impact. For significant or major projects (e.g. Work Order, Milcon projects) EMD completes the Record of Environmental Consideration (REC).

F. Documentation

Findings of the external/internal EPAS assessments and the compliance checks and their overall performance progress are documented by using the IMCOM-E IPAS database. .

The EPAR lists all external EPAS findings. This report is compiled by IMCOM-E and provided to EMD for further action.

The current version of the re-declaration of EMS conformance is filed by EMD.

All projects for which EMD accomplished an Environmental Review are recorded in the EMD Work Order Review list. All RECs are filed and archived by EMD as described in the Garrison's EMS Handbook, [Chapter 4.4.5](#). A copy of each REC is forwarded to the Directorate of Public Works (DPW), Master Planning Division (MPD).

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G. References

- IPAS database (provided by IMCOM-E)
- EPAR (available at EMD)
- EO Handbook (current version available at EMD)
- REC (copies are filed by EMD)
- EMD Work Order Review list
- [EMS Form 451-2](#): Environmental Action Plan
- AER 200-1

H. Forms

- none -

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4.5.3 Nonconformance, Corrective and Preventive Action**A. Purpose**

Determine procedures to identify, analyze and correct nonconformance in addition to implement corrective and preventive actions.

B. Scope

This procedure applies to all installation activities associated with the Garrison's EMS.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Identify environmental nonconformance	EMD	Assessor	OU	C/OU
2	Determine and implement appropriate corrective or preventive actions	EMD	Assessor, EMD		MR, C/OU
3	Evaluate effectiveness of implemented actions and lessons learned	EMD	EMD	OU affected	C/OU affected
4	EQCC briefed on the implementation status of the action plans	EMD	EMD		EQCC

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. Environmental nonconformance is identified, documented and the performance progress is tracked as described in [Chap. 4.5.2.](#) Nonconformance issues (so-called findings) are passed over to the operational unit (OU) affected.

2. For the external/internal EPAS findings the assessor

- provides a root cause analysis of the nonconformance,
- determines appropriate corrective or preventive actions to be implemented/executed by affected OU (see EO Handbook, Chap. C, Step 10), and
- suggests actions to avoid repeat findings.

Findings resulting from HN inspections or other compliance checks, audits, assessments,

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etc. are incorporated in the internal EPAS finding list.

3. While performing compliance inspections, EMD evaluates the effectiveness of the implemented corrective and preventive actions. Completed actions will be closed out in the IPAS data base.. Lessons learned of general value will be brought to OUs/personnel attention by addressing them in the appropriate awareness training.

4. EMD updates the Environmental Quality Control Committee (EQCC) on the performance progress of the findings during the quarterly EQCC meetings.

F. Documentation

Identification and elimination of nonconformance issues is a component of the environmental program and nonconformance issues are tracked by using the server based IPAS database. This database is provided by IMCOM-E.

G. References

- IPAS data base (provided by IMCOM-E)
- EPAR (current version available at EMD)
- EMS Handbook, [Chap. 4.5.2](#) – Evaluation of compliance
- EO Handbook (current version available at EMD)
- EQCC meeting minutes (available at EMD)

H. Forms

- none

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4.5.4 Control of Records

The requirements to prepare, approve, file, maintain and handle records in compliance with ARIMS are described in [Chap. 4.4.5](#) in this handbook.

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4.5.5 Internal Audit**A. Purpose**

This procedure provides a standard for conducting internal audits to determine whether the EMS is properly implemented and operates in accordance with documented procedures and the ISO 14001 standard.

B. Scope

The procedure applies to all USAG-K and organizational units (OUs).

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Scheduling of annual internal EPAS	EMD/DPW	EPAS team leader	OUs affected, EPAS team	OUs affected, EQCC
2	Approval of the internal EPAS schedule	C/EMD	EMD		OUs affected
3	Perform internal EPAS	EPAS team leader	EPAS team	OUs affected	C/OU
4	Prepare report and communicate internal EPAS results	EMD	EPAS team leader	EPAS team	DPW, EQCC, OUs affected

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. The internal EMS audit is integrated in the internal Environmental Performance Assessment Survey (EPAS). The internal EPAS checks against the environmental Final Governing Standards (FGS) for Germany as well as ISO 14001. The time line for the internal EPAS is flexible as shown on Figure 2 in [Chap. 2](#) of this handbook. EMD prepares the annual internal EPAS by nominating the EPAS team leader. The EPAS team leader will:

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- recruit the inspection team members and
- develop the audit program (schedule and scope) in close coordination with EMD and the OUs, using [EMS Form 455-1](#) or similar.
 - Schedule: OUs affected are randomly selected focusing on activities with significant environmental impacts. All Garrison Installations are scheduled to be inspected within a 3-year cycle.
 - Scope: All chapters of the FGS and all elements of the ISO 14001 are checked for proper implementation, documentation and maintenance within a 3-year cycle.

Additional audits on specific legal requirements for selected OUs can be scheduled at any time, if necessary.

2. C/EMD approves the annual internal EPAS program. EMD communicates the approved program to the OUs affected for their information and action.

3. OUs scheduled for inspection ensure a Point of Contact (POC) is present, locations are accessible, and FGS/EMS related documentation is up-to-date and available. To facilitate the OU's preparing for the inspection, the EPAS team might send out checklists in advance. The EPAS team performs the inspections as described in the EPAS program.

In addition, the Environmental Officer (EO) Handbook (see Chap. C, Step 10) provides guidance on EOs responsibilities and roles in regards to internal EMS audits and handling of findings.

4. All internal findings are entered in the server based IPAS data base as addressed in [Chap. 4.5.1](#) of this Handbook. The EPAS team pulls the inspection report from the IPAS data base. EMD provides a copy of the report to DPW for further communication and informs affected OU on findings. Results of the internal EPAS are briefed to the Environmental Quality Control Committee (EQCC).

F. Documentation

The Internal EPAS Report consolidates the documents of the approved Internal EPAS Program, the participant list and the list of findings and recommended actions. The Internal EPAS Report is filed and archived by EMD.

G. References

- EO Handbook (current version available at EMD)
- [EMS Form 451-2](#): Action Plan (blank form)
- Internal EPAS Report (available at EMD)

H. Forms

- [EMS Form 455-1](#): Internal EPAS Program

INTERNAL EPAS PROGRAM

Performance period:

Schedule compiled on:

Schedule compiled by:

(signed by EPAS team leader)

Schedule approved by:

(signed by)

Team members:

Total number of installations:

Scope:

Legal compliance and system audit: all elements of the ISO 14001 as well as the EMS performance of OUs at [Installations]. All elements of the ISO 14001 as well as the organization [Example: text for Scope] is.

Organizational units listed in the following table ensure a point of contact is present, locations are accessible, and EMS related documentation is up-to-date and available. The time scheduled might be delayed due to audit progress.

INTERNAL EPAS PROGRAM

Schedule for audit on [Date] at [location(s)]			
Time	Organizational unit (process/procedure)	Point of Contact	ISO 14001/FGS chapters

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4.6 Management Review**A. Purpose**

Determine the process for the annual review of the Garrison's EMS to ensure its continuing suitability, adequacy, and effectiveness, including assessing opportunities for improvement.

B. Scope

This procedure applies to the EMS management review reported to the USAG-K command section.

C. Definitions and Abbreviations

For definitions and abbreviations see Chap. 3 of this Handbook.

D. Responsibilities

Responsibility matrix:

	Action	R¹	P²	S³	I⁴
1	Conduct management review once a year	DPW	EMD		
2	Brief management review results to command section	DPW	EMD	PAIO	Commander
3	Approval of the management review	Commander	Commander	EMD	
4	Prepare and communicate final management review report	EMD	EMD	PAIO DPW	EQCC

Notes:

R¹ - Overall Responsibility

P² – Perform

S³ – Support

I⁴ - supply Information to

E. Process

1. The scheduled time line for the EMS management review is shown on Figure 2 in [Chap. 2](#) of this handbook. Once a year, EMD reviews the USAG-K EMS management in regards to:

- results of internal Audits and EPAS on Unit's and Garrison's level,
- communication with external interested parties, including complaints,
- the environmental performance of the Units and the Garrison,
- status of performance of objectives and targets,
- the status of corrective and preventive actions,

EMS HANDBOOK

- the status of follow-up actions from previous management reviews,
 - organizational and legal updates
 - recommendations for improvement of EMS elements and related actions and
 - conclusions.
2. EMD briefs the results of the annual management review to members of the command section. The Garrison Commander chairs the briefing.
3. The Garrison Commander approves the management review by signing [EMS Form 46-1](#).
4. EMD will finalize the Management Review Report by consolidating the
- signed Management Review Report cover sheet ([EMS Form 46-1](#)) including the
 - attendees list and
 - management review results.

Action items resulting from the management review are added to the environmental Action Plan ([EMS Form 451-2](#)) or to the Installation Performance Assessment (IPAS) Database as appropriate and managed as described in [Chap. 4.5.3](#) of this handbook.

EMD provides a copy of the final report to PAIO for further communication and briefs the Environmental Quality Committee (EQCC) on the management review outcome. OUs are encouraged to request a copy of the Management Review Report (also see EO Handbook, Chap. C, Step 11).

F. Documentation

The final Management Review Report, consisting of [EMS Form 46-1](#) and the review results, is filed and archived by EMD.

G. References

- EO Handbook (current version available at EMD)
- EMS Handbook [Chap. 4.5.3](#) – Nonconformance, Corrective and Preventive Action
- [EMS Form 453-2](#): environmental Action Plan (current version available at EMD)

H. Forms

- [EMS Form 46-1](#): Management Review Report (cover sheet and attendees list)

Management Review Report

for the US Army Garrison Kaiserslautern

Reporting period:

Reviewer:

Date of briefing:

Attendees:

See attached list

Subject of the review:

- Internal EPAS and EMS Audit results
- Communities with external interested parties, including complaints
- Environmental performance of the USAG Kaiserslautern
- Status of performance of environmental objectives and targets
- Status of corrective and preventive actions
- Status of follow-up actions from previous reviews
- Organizational and legal updates
- Improvement recommendations/action items
- Conclusion

This report contains a total of

XX pages

Distribution:

Commander
PAIO
EMD

The management review

was briefed by:

EMD signature block

is approved by

Commander signature block

[illegible]